

WORK PROGRAMME - CORPORATE OVERVIEW AND SCRUTINY PANEL

DIRECTORS	<ul style="list-style-type: none"> • Duncan Sharkey (Managing Director) • Russell O’Keefe (Executive Director) • Adele Taylor (Director of Resources)
LINK OFFICERS & HEADS OF SERVICES	<ul style="list-style-type: none"> • Elaine Browne (Head of Law) • Nikki Craig (Head of HR, Corporate Projects & ICT) • Catherine Hickman (Lead Specialist Audit and Investigation) • Barbara Richardson (Managing Director RBWM Property Co) • Ruth Watkins (Chief Accountant and Deputy S151 Officer) • Karen Shepherd (Head of Governance)

MEETING: 27th JULY 2020

ITEM	RESPONSIBLE OFFICER
Annual Statement of Accounts (To be signed off by the Panel)	Finance
External Audit IAS260	Finance
Annual Governance Statement; Progress report – Financial Governance	Duncan Sharkey, <i>Managing Director</i> Adele Taylor, <i>Director of Resources</i>
Key Risk Report (Bi-Annual)	Steve Mappley, <i>Insurance and Risk Manager</i>
2019/20 Annual Audit and Investigation Report	Catherine Hickman, <i>Lead Specialist Audit and Investigation</i>
Work Programme	Panel clerk
TASK AND FINISH	
Highways contract outsourcing	Hilary Hall and Ben Smith

MEETING: 29th SEPTEMBER 2020

ITEM	RESPONSIBLE OFFICER
Annual Complaints Report	Nikki Craig, <i>Head of HR, Corporate Projects & ICT</i>
Key Risk Report (Bi-Annual)	Steve Mappley, <i>Insurance and Risk Manager</i>
Q1 Performance Report	Rachel Kinniburgh, <i>Strategy and Performance</i>
Annual Governance Statement; Progress report – Member/Officer Roles and Responsibilities	Duncan Sharkey, <i>Managing Director</i> Mary Severin, <i>Monitoring Officer</i>
Work Programme	Panel clerk

MEETING: 26th JANUARY 2021

ITEM	RESPONSIBLE OFFICER
Budget Report	Lead Officers and Finance
Annual Scrutiny Report (Draft)	Chairman and Lead Officers
2020/21 Interim Audit and Investigation Report	Catherine Hickman, <i>Lead Specialist Audit and Investigation</i>
Q2 Performance Report	Rachel Kinniburgh, <i>Strategy and Performance</i>
Work Programme	Panel clerk

MEETING: 19th APRIL 2021

ITEM	RESPONSIBLE OFFICER
Annual Scrutiny Report (Final version for approval and submission to Full Council)	Chairman and Lead Officers
Key Risk Report (Bi-Annual)	Steve Mappley, Insurance and Risk Manager
Q3 Performance Report	Rachel Kinniburgh, Strategy and Performance
Work Programme	Panel clerk

ITEMS SUGGESTED BUT NOT YET PROGRAMMED

ITEM	RESPONSIBLE OFFICER
Maidenhead United – Request for Relocation	Russell O’Keefe, Executive Director

The Terms of Reference for the Corporate Overview and Scrutiny Panel can be found at the following link:
<https://rbwm.moderngov.co.uk/ecSDDisplay.aspx?NAME=SD558&ID=558&RPID=4678919>